



County of Los Angeles  
**CHIEF EXECUTIVE OFFICE**

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA  
Chief Executive Officer

**VIA ELECTRONIC MAIL**

March 5, 2009

Board of Supervisors  
GLORIA MOLINA  
First District

MARK RIDLEY-THOMAS  
Second District

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Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

To: All Department Heads

From: William T Fujioka  
Chief Executive Officer

Subject: **HARD HIRING FREEZE AND FREEZE ON NON-ESSENTIAL SERVICES  
AND SUPPLIES AND FIXED ASSETS**

On Tuesday, February 10, 2009, the Board of Supervisors approved a recommendation by this office to impose a hard hiring freeze, except for critical health and safety positions, as well as a freeze on non-essential services and supplies and fixed assets to address the serious cash flow problem facing the County as a result of the delays in State reimbursement. In addition, we currently project a County shortfall of approximately \$204 million for fiscal year 2009-10, which does not include the impact of further State cuts. As a result, hiring and expense restrictions will likely continue through next fiscal year.

Your Chief Executive Office (CEO) budget analyst has previously shared with you the amounts frozen in services and supplies and fixed assets, and on February 11, 2009 the Auditor-Controller began processing the appropriation freezes. CEO analysts worked with their assigned departments to provide lists of critical health and safety positions that will be considered exempt from the hiring freeze.

Attached are the following documents:

**Hard Hiring Freeze - Process and Procedures (Attachment A)**

- Attachment I – Summary Transaction Sheet for CWTAPPS Input
- Attachment II – Hiring Freeze Exemption List
- Attachment III – Exception Form
- Attachment IV – Guidelines for Hiring, Services and Supplies, and Fixed Assets Freeze

If your department is under an existing freeze, the guidelines (Attachment IV) are in addition to the policies already in place. Also, the process in place for items such as Additional Responsibilities Bonus, Special-Step Placements, Supervisor/Subordinate Pay, MAPP, etc., which require CEO approval, will not change.

*"To Enrich Lives Through Effective And Caring Service"*

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A mitigation list for employees affected by curtailments is being developed to give these employees priority placement opportunities. Departments must check the Mitigation List prior to filling out the Exception Form to ensure that an employee that meets the requirements of the hiring exception can be placed first.

If your department has critical positions that should be exempt from the hiring freeze and the positions do not appear on the Hiring Freeze Exemption List, please notify your CEO budget analyst as quickly as possible.

Please note that only the 'new hire' screen in CWTAPPS is frozen, and only approved new hire transactions must be input by the Department through CEO – Compensation Policy Division at Kenneth Hahn Hall of Administration (KHHA). Departments still have the ability to promote staff. Transfers between departments are treated as new hires, and must be requested on the Exception Form unless listed on the Hiring Freeze Exemption List. All transactions that departments input into CWTAPPS will be monitored by the CEO, Compensation and Policy Division, on a weekly basis to ensure that the items input are the items that were approved by the CEO budget analyst. If a discrepancy occurs, the CEO budget analyst will be notified immediately and the department may be suspended from further CWTAPPS input.

From time to time, departments may be asked for summary information on hiring transactions such as number of exempt positions hired, number of positions denied, number of exceptions approved, etc. Please track each transaction separately and be ready to provide the information quickly to your CEO budget analyst when requested.

**Procedures to Request Exception For Services and Supplies, and Fixed Assets (Attachment B)**

**Attachment IV – Guidelines for Hiring, Services and Supplies, and Fixed Assets Freeze**

Departments may find it necessary to change their blanket encumbrances or reduce their appropriation freeze amounts. Attached are the procedures to assist departments with their requests for partial exceptions from freeze. These requests will be considered on a case by case basis within the attached guidelines (Attachment IV) and must be submitted for approval to your CEO budget analyst on the Exception Form (Attachment III).

If you have questions or need additional information, please contact your CEO budget analyst.

WTF:DL:

SK:AB:alc

Attachments

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**HARD HIRING FREEZE – PROCESS AND PROCEDURES FOR EXEMPTIONS,  
EXCEPTIONS AND CWTAPPS INPUT**

**A. Exemptions**

1. Positions that are on the exempted position list submitted by the department and approved by CEO do not need to request approval from the CEO Budget analyst to hire. Departments must have a budgeted, vacant item to fund the position, but no documentation need be submitted to the budget analyst.
2. Once a department is ready to input new hires on the exempted position list, they may proceed to the CWTAPPS input process outlined in Section C.

**B. Exceptions**

1. Positions that are not on the exempted position list approved by the CEO must be submitted by departments on an Exception Form (Attachment III) to their CEO budget analyst.
2. CEO budget analyst reviews the department's justification following the Guidelines and Instructions in Attachment IV.
3. If the Exception Form is denied, CEO budget analyst will inform the department.
4. If the Exception Form is approved, the CEO budget analyst will forward the Exception Form to the Budget Manager and the Deputy Chief Executive Officer (DCEO) for approval.
5. Budget Manager and DCEO will approve or deny the Exception Form, and then return the Exception Form to the CEO budget analyst. (If Exception Form is denied, CEO budget analyst will inform the department.)
6. If the DCEO approves the Exception Form, it will be submitted to Debbie Lizzari.
7. Debbie Lizzari approves or denies the Exception Form and returns it to the CEO budget analyst. (If the Exception Form is denied, the CEO budget analyst will inform the department.)
8. If the Exception Form is approved, the CEO budget analyst will inform the department they have approval to input the new hires into CWTAPPS, and will provide a copy of the Exception Form with approval signatures to the department.

**C. CWTAPPS Input (New Hires Only)**

**REMINDER:** All pre-requisites must be met (e.g. Livescan and cleared medical exam) prior to CWTAPPS input.

1. Schedule an appointment

## ATTACHMENT A

- a. When the department is ready to input transactions into CWTAPPS, they will call the CEO – Compensation Policy Division as soon as possible to set-up an appointment for CWTAPPS entry.
- b. The department must have the following information available before making the call to the CEO – Compensation Policy Division. The Scheduler will ask the department for the following information:
  - Department name
  - Name of department representative
  - Number of transactions
  - Requested time of appointment and estimated time needed for input of all transactions
  - Name and phone number of person from the department making the appointment.

The following CEO staff will serve as schedulers:

Lisa Cotton – (213) 974-2468 (primary) –  
[lcotton@ceo.lacounty.gov](mailto:lcotton@ceo.lacounty.gov)

Rosy Alaniz – (213) 974-2608 (backup) –  
[ralaniz@ceo.lacounty.gov](mailto:ralaniz@ceo.lacounty.gov)

Cecilia Surla (213) 974-2420 (backup) –  
[csurla@ceo.lacounty.gov](mailto:csurla@ceo.lacounty.gov)

**NOTE:** *If the department needs to cancel or change their appointment, they must call the Scheduler immediately so that their time slot can be given to another department.*

2. Prepare a Hiring Freeze – Summary Transaction Sheet For CWTAPPS Input (Attachment I)

The Summary Transaction Sheet for CWTAPPS Input should list all of the transactions (exemptions and exceptions) to be input into CWTAPPS during that appointment time. The summary sheet must include the department name and approval by the Administrative Deputy or higher at the top of the sheet, each employee's name, position person is being hired onto, action (i.e. new hire, reinstatement, etc.), and effective date of transaction. Attachment I will have a column for the CWTAPPS entry date. The department will hand write in this date as they enter the transactions on the day they come to CEO – Compensation Policy Division.

**3. Assemble & Copy the Required Documentation**

The Summary Transaction Sheet, along with copies of each Exception Form, is to be provided to CEO – Compensation Policy Division at the scheduled appointment time for CWTAPPS Input. This document will be retained by CEO – Compensation Policy Division, so copies needed by the department should be made prior to the appointment time.

**4. Check-In Procedure**

Department representative will report to Room 526 of the Kennneth Hahn Hall of Administration and ask for Lisa Cotton or the backup scheduler.

The department representative will sign-in on the CWTAPPS Transaction Log Book maintained by CEO – Compensation Policy Division.

**5. Log-On Procedure**

Once the department representative has signed in, the Scheduler will contact the CWTAPPS Log-On Person. The Log-On Person will escort the department representative to the designated CWTAPPS entry station.

The department representative must provide a copy of the Summary Transaction Sheet along with the copies of the signed off Exception Form to CEO – Compensation Policy Division. The Log-On Person will inspect the department's documents against the exemption list and the attached, signed-off Exception Form(s) for the appropriate information and signatures. CEO – Compensation Policy will retain this documentation for their files.

Once the Log-On Person has validated the department's documentation, the department representative will be logged into the CWTAPPS workstation.

**6. CWTAPPS Input**

The department representative must have the relevant knowledge of CWTAPPS transaction input, as CEO staff will not be available to assist with the input.

The department representative will then enter their transactions into CWTAPPS.

**7. Log-Out Procedure**

Once the department representative has completed the input entries, they are to log themselves out of the CWTAPPS system.

The department representative must report back to the Scheduler that they have finished with their input. The Scheduler will have the department representative sign-out on the CWTAPPS Transaction Log.

**HIRING FREEZE - SUMMARY TRANSACTION SHEET FOR CWTAPPS INPUT**  
(EXEMPT POSITIONS AND EXCEPTIONS)

Attachment I

DEPARTMENT:

DEPARTMENT APPROVAL:  
(Signature of Administrative Deputy or Higher)

EMPLOYEE NAME	POSITION	ACTION	CWTAPPS ENTRY DATE	EFFECTIVE DATE

## EXEMPTIONS TO THE HIRING FREEZE

ITEM NO.	ITEM CLASSIFICATION	REASON FOR EXEMPTION
<b>DEPARTMENT:</b>	<b>FIRE</b>	
	All items are exempt	Special District funds (including Lifeguards which are seasonal)
<b>DEPARTMENT:</b>	<b>HEALTH SERVICES</b>	
4745	Dental Assistant	Direct Patient Care
4746	Dental Assistant, Special Procedures	Direct Patient Care
4749	Dental Laboratory Radiologic Tech	Critical Ancillary Staff
4750	Dental Technician	Critical Ancillary Staff
4751	Dental Hygienist	Direct Patient Care
4757	Dental Intern	Direct Patient Care
4760	Dental Resident	Direct Patient Care
4763	Dentist	Direct Patient Care
4767	Dental Specialist	Direct Patient Care
4772	Visiting Dentist/Per Session	Direct Patient Care
4773	Visiting Dentist/Daily	Direct Patient Care
4866	Occupational Health Physiologist	Direct Patient Care
4878	Autopsy Technician	Critical Ancillary Staff
4879	Autopsy Technician, Photography	Critical Ancillary Staff
4885	Prosecutor	Critical Ancillary Staff
4895	Medical Technologist I	Critical Ancillary Staff
4899	Medical Tech, Data Systems	Critical Ancillary Staff
4902	Laboratory Quality Control Coordinator	Critical Ancillary Staff
4919	Clinical Microbiologist I	Critical Ancillary Staff
4921	Clinical Geneticist, Medical Center	Critical Ancillary Staff
4922	Clinical Chemist	Critical Ancillary Staff
4936	Electron Microscopy Specialist	Critical Ancillary Staff
4948	Toxicology Tech	Critical Ancillary Staff
4953	Tissue Analysis Technician Trainee	Critical Ancillary Staff
4954	Tissue Analysis Technician I	Critical Ancillary Staff
4959	Cytology Laboratory Tech I	Critical Ancillary Staff
4974	Laboratory Attendant	Critical Ancillary Staff
4976	Laboratory Assistant	Critical Ancillary Staff
4977	Phlebotomy Technician I	Critical Ancillary Staff
4979	Blood Gas Laboratory Technician I	Critical Ancillary Staff
5047	Physician Assistant	Direct Patient Care
5055	Mortuary Attendant	Critical Ancillary Staff
5065	Ambulance Driver	Critical Ancillary Staff
5066	Ambulance Medical Technician	Direct Patient Care
5068	Ambulance Dispatcher	Critical Ancillary Staff
5082	Central Service Tech I	Critical Ancillary Staff
5087	Clinic Nursing Attendant I	Direct Patient Care
5089	Home Nursing Attendant	Direct Patient Care
5090	Clinic LVN I	Direct Patient Care
5096	Unit Support Assistant	Direct Patient Care
5098	Nursing Attendant I	Direct Patient Care
5104	LVN I	Direct Patient Care
5108	Rehabilitation Associate	Direct Patient Care
5111	Surgical Technician	Direct Patient Care
5113	Student Worker Nursing	Direct Patient Care
5118	Senior Student Worker Nursing	Direct Patient Care
5121	Nurse Practitioner	Direct Patient Care
5133	Registered Nurse I	Direct Patient Care
5134	Registered Nurse II	Direct Patient Care
5135	Registered Nurse III	Direct Patient Care
5208	Clinical Instructor	Direct Patient Care
5261	Relief Nurse	Direct Patient Care
5357	Clinical Nurse Specialist	Direct Patient Care
5359	Nurse Midwife	Direct Patient Care
5408	Physician Postgraduate I	Direct Patient Care
5421	Physician, MD (As Needed/OT)	Direct Patient Care
5422	Physician, MD/Emergency Room	Direct Patient Care
5468	Clinic Physician, MD/Per Session	Direct Patient Care
5469	Clinic Physician, MD	Direct Patient Care
5471	Consulting Specialist, MD	Direct Patient Care
5472	Consulting Specialist, MD/Per Session	Direct Patient Care
5475	Physician, MD	Direct Patient Care
5477	Physician Specialist, MD	Direct Patient Care
5501	Pharmacy Helper	Critical Ancillary Staff

# EXEMPTIONS TO THE HIRING FREEZE

ITEM NO.	ITEM CLASSIFICATION	REASON FOR EXEMPTION
5504	Pharmacy Technician	Critical Ancillary Staff
5506	Radiopharmacy Tech	Critical Ancillary Staff
5508	Intern Pharmacist	Critical Ancillary Staff
5512	Pharmacist	Critical Ancillary Staff
5513	Clinical Pharmacist	Critical Ancillary Staff
5514	Radiopharmacist	Critical Ancillary Staff
5545	Cardiac Electrodiagnostic Technician I	Direct Patient Care
5553	Angiography Technician	Critical Ancillary Staff
5555	Cardiovascular Technician Trainee	Direct Patient Care
5560	EEG Technician I	Critical Ancillary Staff
5567	Pulmonary Physiology Tech I	Direct Patient Care
5575	Renal Dialysis Equipment Technician	Critical Ancillary Staff
5585	Respiratory Care Practitioner I	Direct Patient Care
5595	Orthopedic Tech	Critical Ancillary Staff
5603	Clinical Perfusion Technician Assistant	Direct Patient Care
5604	Clinical Perfusion Technician	Direct Patient Care
5606	Hospital Medical Assistant	Critical Ancillary Staff
5608	Ophthalmology Tech	Critical Ancillary Staff
5611	Optometrist	Critical Ancillary Staff
5612	Orthoptic Tech	Critical Ancillary Staff
5613	Urology Technician I	Direct Patient Care
5772	Radiation Protection Specialist	Critical Ancillary Staff
5778	Medical Radiation Physicist	Critical Ancillary Staff
5794	Diagnostic Ultrasound Technician	Critical Ancillary Staff
5798	Radiologic Technologist	Critical Ancillary Staff
5799	Radiologic Technologist, Special Procedures	Critical Ancillary Staff
5801	Radiation Therapy Tech	Critical Ancillary Staff
5802	Nuclear Medicine Technologist I	Critical Ancillary Staff
5836	Licensed Physical Therapy Assistant	Direct Patient Care
5837	Physical Therapist I	Direct Patient Care
5844	Physical Therapy Consultant Equipment	Critical Ancillary Staff
5856	Occupational Therapist I	Direct Patient Care
5858	Certified Occupational Therapy Assistant	Direct Patient Care
5870	Recreation Therapy Assistant	Direct Patient Care
5871	Recreation Therapist I	Direct Patient Care
5880	Podiatrist	Direct Patient Care
5882	Rehabilitation Therapy Technician	Direct Patient Care
5886	Speech Pathology Assistant	Direct Patient Care
5887	Speech Pathologist I	Direct Patient Care
5894	Audiologist I	Direct Patient Care
6531	Medical Electronic Technician	Critical Ancillary Staff
7071	Radiology Photographic Assistant	Critical Ancillary Staff
7081	Medical Photographer	Critical Ancillary Staff
8592	Rehabilitation Counselor I	Direct Patient Care
9001	Medical Caseworker I	Direct Patient Care
9013	Clinical Social Worker	Direct Patient Care
9034	Psychiatric Social Worker I	Direct Patient Care
9071	Children's Social Worker I	Direct Patient Care
9328	Patient Helper	Critical Ancillary Staff
DEPARTMENT:	INTERNAL SERVICES	
7202	Assistant Chief Stationary Engineer	Supervises energy plant personnel and operations 24/7 operation
7203	Chief Stationary Engineer	Supervises energy plant personnel and operations 24/7 operation
7200	Stationary Engineer Control Specialist	Monitors energy plant equipment performance
7793	Stationary Engineer Helper	Maintain compliance with Article 15 - BU 401 MOU staffing levels
7198	Stationary Engineer II	Maintain compliance with Article 15 - BU 401 MOU staffing levels
DEPARTMENT:	MENTAL HEALTH	
1479A	Conservator/Administrator Assistant	Supports direct client services; direct legal fiduciary responsibility.
1480A	Deputy Public Conservator/Admr I	Supports direct client services; direct legal fiduciary responsibility.
4735A	Mental Health Psychiatrist	Direct patient care
5121A	Nurse Practitioner	Direct patient care
5139A	Registered Nurse I, Sheriff	Direct patient care
5140A	Registered Nurse II, Sheriff	Direct patient care
5141A	Registered Nurse III, Sheriff	Direct patient care
5276A	Asst Mental Health Counselor, RN	Direct patient care
5278A	Mental Health Counselor, RN	Direct patient care
5340A	Supervising Staff Nurse I, Sheriff	Direct patient care



## EXEMPTIONS TO THE HIRING FREEZE

ITEM NO.	ITEM CLASSIFICATION	REASON FOR EXEMPTION
5341A	Supervising Staff Nurse II, Sheriff	Direct patient care
5411M	Physician, Post Graduate (2nd Year)	Direct patient care
5467J	Mental Health Consultant, MD (Per Session)	Direct patient care
5468J	Clinic Physician, M.D. (Per Session)	Direct patient care
5471F	Consulting Specialist, MD	Direct patient care
5472J	Consulting Specialist, MD (Per Session)	Direct patient care
5475A	Physician, MD	Direct patient care
5478A	Senior Physician, MD	Direct patient care
5859A	Occupational Therapy Supervisor I	Direct patient care
5884A	Substance Abuse Counselor	Direct patient care
8103A	Community Worker	Direct patient care
8111A	Mental Health Peer Advocate	Direct patient care
8161A	Psychiatric Technician I	Direct patient care
8162A	Psychiatric Technician II	Direct patient care
8163A	Psychiatric Technician III	Direct patient care
8593A	Rehabilitation Counselor II	Direct patient care
8694A	Clinical Psychology Intern	Direct patient care
8695A	Clinical Psychologist I	Direct patient care
8697A	Clinical Psychologist II	Direct patient care
8711A	Community Mental Health Psychologist	Direct patient care
8712A	Sr Community Mental Health Psychologist	Direct patient care
9001A	Medical Case Worker I	Direct patient care
9029A	Mental Health Clinician I	Direct patient care
9030A	Mental Health Clinician II	Direct patient care
9034A	Psychiatric Social Worker I	Direct patient care
9035A	Psychiatric Social Worker II	Direct patient care
9038A	Supervising Psychiatric Social Worker	Direct patient care
<b>DEPARTMENT: PROBATION</b>		
6774A	Custodian (Juvenile Halls)	The Probation Department has standards to maintain. Policies, Procedures and Directives are in place to meet these required standards to maintain a clean and healthy environment at a Juvenile Hall for our clients, staff, volunteers, visitors and the general public. Regulatory agencies inspect our facilities on a routine basis to ensure that codes and mandates are met. The Corrections Standards Authority, Department of Health Services, Department of Public Works, Los Angeles Fire Department, and Probation Commission conduct these inspections. Custodians perform essential services that are critical to the Department to correctly maintain compliance with these inspections.
8608A	Deputy Probation Officer I, RT ("Camps")	Title 15, California Code of Regulations, requires a staff to minor ratio of 1:15 on duty during waking hours. The Department of Justice investigation report of October 31, 2008, suggests that "the generally accepted professional standard is 1:8/10 during the day." The position will assist reduction of Youth on Youth violence and allow staff to address and respond to incidents as they occur. They perform the less difficult and less complex tasks of professional level probation work. They observe, evaluate and document individual and group behavior. They facilitate and co-facilitate small group interventions. They maintain group and individual behavior standards. Conduct the living group process to include proper supervision of minors eating, showering, restroom, visiting, school and recreational activities. To minimize the use of costly overtime that would result if the position remains unfilled.
8609A	Deputy Probation Officer II, RT ("Camps")	In addition to the duties of the Deputy Probation Officer I, carries a caseload of more complex cases. Coordinates the ongoing security of the dorm and facility. Exercises and displays a journeyman level of knowledge in probation casework, counseling and other duties required in the camp setting. Conducts situational investigations or minors involvement in incidents and delinquent behavior. Assist the Supervising Deputy Probation Officer (SDPO) in training new probation personnel and in other details the SDPO may delegate to the DPO II. To minimize the use of costly overtime that would result if the position remains unfilled.
8617A	Group Supervisor, Nights (RTSB - "Camps")	Title 15, California Code of Regulations, requires a staff to minor ratio of 1:30 during sleep hours. The Department of Justice investigation report of October 31, 2008, suggests that "the generally accepted standard for staff-to-youth ratios at night is 1:16/20. To De-Escalate potentially harmful situations and supervise minors while asleep or awake. To prevent suicide attempts, self-injuries or escape attempts during the night hours, thus, providing a safe and secure environment for minors during sleeping hours. Complete security checks by making sure the physical condition of the sleeping quarters are safe with proper lighting, secure windows, secure doors, secure perimeter, and etcetera. Provide emergency first aid and refer other medical problems to appropriate staff. Complete paperwork such as bed charts, merit ladder, etcetera. To minimize the use of costly overtime that would result if the position remains unfilled.

## EXEMPTIONS TO THE HIRING FREEZE

ITEM NO.	ITEM CLASSIFICATION	REASON FOR EXEMPTION
8618A	Group Supervisor, Nights (Detention Services Bureau)	Essential item that provides direct child supervision within a juvenile hall or camp. To De Escalate potentially harmful situations and supervise minors while asleep or awake . To prevent suicide attempts, self-injuries or escape attempts during the night hours. To minimize the use of costly overtime that would result if the position remains unfilled.
8655A	Detention Service Officer	Direct child supervision item within juvenile halls. State Corrections Standards Authority (CSA) staffing requirement of 1 TO 10 staffing in every living unit to ensure compliance with DOJ mandates. The position will assist reduction of Youth on Youth violence and allow staff to address and respond to incidents as they occur. To minimize the use of costly overtime that would result if the position remains unfilled.
8657A	Sr. Detention Services Officer	Direct child supervision staff within juvenile halls, essential to meeting CSA staffing ratio. To oversee DSO and GSN staff. Counsel minors by giving support and modify minor's behavior. Instruct staff on how to provide structure to minors in accepted social norms. Instructs staff on how to prevent and respond to crisis situations in the living units. To minimize the use of costly overtime that would result if the position remains unfilled.
8659A	Supr. Detention Services Officer	Supervises direct child supervision staff in a juvenile hall, and provides critical compliance assurance for DOJ corrective actions. Review all reports such as special incident reports, physical interventions reports, and special handling unit referrals. Ensure that staff used proper intervention techniques. Conduct investigations pertaining to staff. Train Transportation Deputy who are responsible for supervising minors. Prepare performance evaluations for staff.
<b>DEPARTMENT:</b>	<b>PUBLIC HEALTH</b>	
5668	Environmental Health Technician	Critical Public Health Inspections
5670	Environmental Health Specialist I*	Critical Public Health Inspections
5701	Health Facilities Consultation, Nursing	Critical Public Health Inspections
5772	Radiation Protection Specialist	Critical Public Health Inspections
5778	Medical Radiation Physicist	Critical Public Health Inspections
5780	Head, Radiation Control	Critical Public Health Inspections
<b>DEPARTMENT:</b>	<b>PUBLIC HEALTH - OFFICE OF AIDS PROGRAM &amp; POLICY</b>	
1757	EPIDEMIOLOGY ANALYST	Ryan White CARE Act Requirement
1759	EPIDEMIOLOGIST	Ryan White CARE Act Requirement
4613	HEALTH PROGRAM COORDINATOR	Ryan White CARE Act Requirement
4848	HEALTH EDUCATOR	Ryan White CARE Act Requirement
5133	REGISTERED NURSE I	Ryan White CARE Act Requirement
5230	PUBLIC HEALTH NURSE	Ryan White CARE Act Requirement
5479	CHIEF PHYSICIAN I, MD	Ryan White CARE Act Requirement
5701	HLTH FACILITIES CONSULTANT, NURSE	Ryan White CARE Act Requirement
8108	COMMUNITY SERVICES COUNSELOR	Ryan White CARE Act Requirement
<b>DEPARTMENT:</b>	<b>PUBLIC SOCIAL SERVICES</b>	
9051	Social Worker	Provides direct client services/Parried class promotion
9179	Eligibility Worker II	Provides direct client services/Parried class promotion
<b>DEPARTMENT:</b>	<b>SHERIFF</b>	
939	Crime Analyst	Analyzes, prepares reports, and disseminates technical information and data relevant to actual and anticipated criminal activity to operational personnel to increase the effectiveness of patrol deployment, crime prevention, and apprehension of suspects.
2217	Custody Records Clerk I	Performs specialized clerical work in the Custody Division Sheriff's Department.
2450	Public Response Dispatcher I	Receives training and practical experience, under immediate supervision, in receiving and responding to calls for emergency and non-emergency assistance at the Sheriff's Department Communication Center
2704	Community Services Assistant	Performs variety of routine law enforcement related service and support functions.
2707	Deputy Sheriff Trainee	Participates in a basic law enforcement training program.
2708	Deputy Sheriff (Laterals & Reinstatements)	Performs general law enforcement duties to protect life and property and to preserve law and order.
2749	Custody Assistant	Assists sworn personnel in maintaining order and security in a custody detention or station jail facility
2827	Security Assistant	Assists sworn personnel in providing security and guarding County property.
2828	Security Officer	Assists sworn personnel in guarding County property.
4331	Criminalistics Laboratory Technician	Performs standard chemical procedures to analyze specimens of evidentiary material.
4332	Forensic Identification Specialist I	Positions in this class learn both field and laboratory analysis including processing crime scenes by recognizing, searching, collecting, and preserving physical evidence.
4333	Criminalist	Performs physical and chemical analyses required in scientific criminal investigations
4334	Forensic Identification Specialist II	Performs field or laboratory analysis for processing and comparing fingerprints, and processing complex crime scenes.

	<b>EXEMPTIONS TO THE HIRING FREEZE</b>	
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ITEM NO.	ITEM CLASSIFICATION	REASON FOR EXEMPTION
4895	Clinical Laboratory Scientist I	Performs clinical laboratory tests.
5100	Nursing Attendant II	Provides prescribed care to patients in a correctional facility.
5107	Nursing Assistant	Assists in the provision of nursing care and medical treatment of Inmate patients in a Sheriff's custody facility.
5139	Registered Nurse I	Provides professional nursing care to inmates in a correctional facility as required by Title 15.
5140	Registered Nurse II	This experienced class provides independent, comprehensive professional nursing care to a diverse group of patients in a variety of patient care settings and precepts or leads others.
5141	Registered Nurse III	This proficient class focuses on applying extensive knowledge and skills to consistently provide comprehensive care to inmate patients in a Sheriff's custody facility.
5214	Nursing Instructor	Provides instruction and training to nursing staff.
5340	Supervising Staff Nurse I	Supervises nursing activities on a ward or in a clinic in a large Sheriff's Custody facility, infirmary or an outlying custody facility for a shift.
5476	Physician Specialist, M.D.	Provides specialized medical services to inmates in a correctional facility as required by Title 15.
5504	Pharmacy Technician	Performs a variety of technical and support pharmacy services in a correctional facility pharmacy.
5512	Pharmacist	Provides professional pharmacy services in a correctional facility and provides technical supervision to support personnel in the performance of pharmacy duties.
5798	Radiologic Technologist	Performs radiographic procedures employing the use of X-rays to produce images of various parts of the body for the diagnosis of pathological and traumatic disorders.
7492	Helicopter Mechanic	Performs critical mechanical duties on department aircraft.

## Exception Form - Requests for Hiring, Services and Supplies or Fixed Assets

Department / Cluster:							
Request Date:							
Exception Requested for: (Please ✓ one box)		<input type="checkbox"/> Hiring <input type="checkbox"/> Services and Supplies <input type="checkbox"/> Fixed Assets					
Program / Unit:							
Funding Description:		\$ ____ One-time    \$ ____ Ongoing    \$ ____ Revenue Offset					
Funding Source:							
No. of Position(s) and Classification(s):		<div style="display: flex; justify-content: space-between;"> <span>No. of Positions</span> <span>Classification</span> </div>					
Services and Supplies or Fixed Assets		Fund	Dept Code	Org Level 1	Org Level 2	Object Category	Dollar Amount
							\$
							\$
							\$
<u>Justification for Exception</u>							
Department Approval:		<i>Signature Required (at the level of Administrative Deputy or higher)</i>					
CEO Budget Analyst:		<i>Signature Required</i>				<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
<u>Recommendation for Approval/Denial</u>							
Employee Mitigation List:		Did any employees on the Mitigation List meet the requirements for this hiring exception?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Budget Manager:		<i>Signature Required</i>				<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Deputy Chief Executive Officer:		<i>Signature Required</i>				<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Debbie Lizzari:		<i>Signature Required</i>				<input type="checkbox"/> Approved <input type="checkbox"/> Denied	

## **Guidelines for Hiring, Services and Supplies & Fixed Assets Freeze**

All requests for exemption must be submitted to your CEO budget analyst.

### **Services and Supplies / Fixed Assets:**

Requests for partial exemption from the services and supplies and fixed assets freeze shall be within the following guidelines:

- No travel and training expenditures unless reimbursed by self-funded or funded by an outside source.
  - Travel for Association meetings will not be allowed unless self-funded or funded by outside source.
  - Participation in Association meetings, staff meetings or other networking groups should be encouraged through the use of conference calls.
  - Travel / training for continuing education for licensure if required under an MOU will be permitted.
  - Attendance at meetings that preserve or enhance the County's revenue position will be exempt.
- Tuition reimbursement will be permitted for:
  - Students currently enrolled in classes for the semester/quarter – after the session ends, no further reimbursement is allowed.
  - No new enrollees.
  - Continuing education classes for licensure requirement will continue to be reimbursed.
- Mileage claims that are required as part of the job assignment will continue to be reimbursed but departments should monitor all non-essential mileage and encourage alternatives where appropriate such as conference calls.
- Renovations that are currently underway may continue. New renovations are to be deferred unless the delay creates a health and safety issue.
- Although the Management Council Fall Conference will be held, only time off will be authorized for employees. All out-of-pocket expenses must be paid by the employee. The Spring 2010 Conference will likely be cancelled.

**Guidelines for Hiring, Services and Supplies & Fixed Assets Freeze**

- Departments should limit participation in all training programs that have direct costs attached.
- No fixed assets expenditures unless equipment is deemed non-repairable and essential.

**Hiring Requests:**

Hiring Freeze exemptions shall include:

- Critical health and safety.
- Positions required as a result of a court settlement.
- Positions that would create an immediate revenue loss that more than pays for the position.
- Seasonal positions required under various Memorandum of Understandings.

**Additional Hiring Guidelines:**

- New hire employees that accepted the position prior to February 10, 2009 will be honored.
- New hire positions that were in the process of clearing background checks will also continue to be honored.
- Positions that were previously approved for hiring where positions remain unfilled are now rescinded.
- Internal departmental promotions are exempt. Promotions that result in a new hire to a department must be approved by the CEO.
- Transfers from one department to another are NOT EXEMPT unless an offer was made prior to February 10, 2009. The requesting department must justify and receive approval from the CEO's office for the transfer. The releasing department may not backfill the position without prior approval from the CEO's office.
- If the position generates revenue, justification is required to explain why department cannot backfill with existing staff that is not revenue offset and explain whether the position has an immediate impact on revenue.

**Guidelines for Hiring, Services and Supplies & Fixed Assets Freeze**

- Department cannot request hiring exception if vacancy rate is less than 35%. If a function within a department has a vacancy rate over 35%, exceptions shall be approved to the extent that it brings the vacancy rate immediately below 35%.
- If the vacant position remains unfilled and will result in new costs, departments must explain why.

**PROCEDURES TO REQUEST EXCEPTIONS FOR SERVICES AND SUPPLIES &  
FIXED ASSET APPROPRIATION FREEZE**

Situations may arise that require a partial exemption from the services and supplies & fixed assets appropriation freeze. Please review the ***Guidelines for Hiring, Services and Supplies & Fixed Assets Freeze*** (Attachment IV) that have been developed by the Chief Executive Office.

If due to the appropriation freeze, a budget unit's appropriation becomes overdraft, departments may take the following steps so that their appropriation is no longer overdraft. Steps should be taken in the following order:

1. **Reduce Encumbrances** – Departments should review all encumbrances to determine if any encumbrances already established can be reduced.
2. **Request a Reduction to the Amount Frozen** – Complete the ***Exception Request for Hiring, Services and Supplies or Fixed Assets*** form and submit it to your CEO budget analyst. If your CEO budget analyst agrees with your request, their recommendation will be submitted to a CEO Budget Manager and Deputy Chief Executive Officer for approval. Final approval rests with the County's Chief Budget Officer.

When completing the ***Exception Request for Hiring, Services and Supplies or Fixed Assets*** (Attachment III) form ensure that the eCAPS Financial System accounting codes are properly completed for the budget unit in question.

3. Approved requests to reduce frozen appropriation levels will be forwarded to CEO Finance, who will coordinate with the Auditor-Controller to make the necessary changes in the eCAPS Financial System.

If you have any questions, please contact your CEO budget analyst or Matt McGloin in CEO Finance at (213) 974-1694.



**HIRING FREEZE - SUMMARY TRANSACTION SHEET FOR CWTAPPS INPUT**  
(EXEMPT POSITIONS AND EXCEPTIONS)

Attachment I

DEPARTMENT:

DEPARTMENT APPROVAL:

(Signature of Administrative Deputy or Higher)

EMPLOYEE NAME	POSITION	ACTION	CWTAPPS ENTRY DATE	EFFECTIVE DATE

## Exception Form - Requests for Hiring, Services and Supplies or Fixed Assets

<b>Department / Cluster:</b>							
<b>Request Date:</b>							
<b>Exception Requested for:</b> (Please ✓ one box)		<input type="checkbox"/> Hiring <input type="checkbox"/> Services and Supplies <input type="checkbox"/> Fixed Assets					
<b>Program / Unit:</b>							
<b>Funding Description:</b>		\$ _____ One-time    \$ _____ Ongoing    \$ _____ Revenue Offset					
<b>Funding Source:</b>							
<b>No. of Position(s) and Classification(s):</b>		No. of Positions                      Classification					
<b>Services and Supplies or Fixed Assets</b>		Fund	Dept Code	Org Level 1	Org Level 2	Object Category	Dollar Amount
							\$
							\$
							\$
<u><b>Justification for Exception:</b></u>     							
<b>Department Approval:</b>		<i>Signature Required (at the level of Administrative Deputy or higher)</i>					
<b>CEO Budget Analyst:</b>		<i>Signature Required</i>				<input type="checkbox"/> Approved	
						<input type="checkbox"/> Denied	
<u><b>Recommendation for Approval / Denial:</b></u>     							
<b>Employee Mitigation List:</b>		<b>Did any employees on the Mitigation List meet the requirements for this hiring exception?</b>				<input type="checkbox"/> Yes	
						<input type="checkbox"/> No	
<b>Budget Manager:</b>		<i>Signature Required</i>				<input type="checkbox"/> Approved	
						<input type="checkbox"/> Denied	
<b>Deputy Chief Executive Officer:</b>		<i>Signature Required</i>				<input type="checkbox"/> Approved	
						<input type="checkbox"/> Denied	
<b>Debbie Lizzari:</b>		<i>Signature Required</i>				<input type="checkbox"/> Approved	
						<input type="checkbox"/> Denied	